



DEFENSE INTELLIGENCE AGENCY

WASHINGTON, D.C. 20340-0001

THRU: RHR

13 JUN 1988

STAT TO:

SUBJ: NAPA Work Plan for the Study of
Intelligence Community Personnel Study

Enclosed is the Defense Intelligence Agency's
response on Task VI - Training & Career
Development.

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 Assistant Deputy Director
for Training

(K-1)
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SUBJECT: Response to Intelligence Community Information Request

1. Defense Intelligence Agency policies and objectives for training are as specified in DIAR 24-1 "Training of DIA Personnel."

The Training Division is mandated:

- To provide the training necessary to assure maximum efficiency of assigned military and civilian personnel, both full-time and part-time.
- To enhance the career development opportunities for DIA civilian personnel by permitting the payment of tuition and related expenses for appropriate training programs and courses conducted at various Government and non-Government facilities.
- To achieve maximum utilization of DIA and DoD internal facilities for the career development and training of civilian personnel. When development and training needs cannot be met within DoD, the facilities and services of other Government agencies will be used to the extent they are available and suitable to the individual's career objective. When suitable internal and Government facilities are not available, training by, in, or through non-Government facilities and services is encouraged.
- To assist the supervisor to meet the training and education needs of their employees. The supervisor needs to plan and recommend employees for any training and education necessary, Government or non-Government, to improve job performance.
- To apply the principal criterion for selection of employees for training and education that the knowledge acquired through the training is needed and will be utilized in present or reasonably anticipated future duties.

Training programs offered by the Defense Intelligence Agency are provided for in five major areas. These areas and courses include:

- Clerical -
 - Clerical Orientation Course
 - Records Management
 - Essentials of Secretarial Procedure
 - Advanced Secretarial Procedures
 - Proofreading
 - English Review
- Communications -
 - Dynamics of Writing for Decisionmaking
 - Listening Skills
 - Communication Skills
 - Briefing Techniques
 - Advanced Briefing Techniques
 - Speedreading for Professionals
 - Interviewing and Counseling

Management/

Executive Development - EEO for Supervisors
Personnel Management for Supervisors
Basic Principles of Supervision
Management Principles
Stress Management
Time Management
Federal Executive Institute - OPM
Contemporary Executive Development
Program - George Washington University
Executive Seminar Center - OPM
Graduate Management Education Program -
American University and Defense
Intelligence College
Full-Time Study - Civilian Universities
Naval War College
Army War College
Air War College
Armed Forces Staff
College
Naval Postgraduate
School

Technical/

Intelligence - Foreign Service Institute - Area Studies
Principles of Contracting
SAC Space and Missile Course
Language Training
Defense Intelligence College
Electronic Warfare
Advanced Nuclear Weapons Orientation
Joint Space
Joint Special Operations
Defense Advanced Sensor Interpretation and
Applications Training
Advanced Sensor Imagery Analysis Training

ADP - Mainframe applications - Programming
Systems Analysis
Systems Design

DIAOLS/COINS - Overview
Basic

Support for Analysts File
Environment (SAFE) - Delivery 1
Delivery 3
Host Word Processing
AIM
Text

2

Microcomputer training - Wordperfect
MS-DOS
dBase III Plus
Supercalc 4
Lotus 1-2-3
Microsoft Windows
Project Management Workbench

STAT The organization perceives the merit of DIA training programs to be of good quality and to more than adequately respond to the needs of the agency. Evaluation of these attributes are determined through:

- Surveys completed annually by all DIA elements that analyze training requirements and revision of programs accordingly.
- Discussion with and approval of programs and training dollars spent by the Agency Career Programs Selection Board.
- End of course evaluations and review of internal programs by the Training Division staff.
- Response of employees and supervisors to the training conducted.

3. Career Development and Training of each employee are linked through the employee's Career Development Plan. Every plan includes a Training and Education Plan Overview.

- The Career Speciality is divided into three levels - Entry, Mid- and Senior-level. For each of these levels, the training and education required to perform the duties are specified.

- The training and education for each level is also separated into the following three categories:

- Training that is Minimum Essential for the position.
- Training that is Skill/Position Enhancing.
- Training that is Career Enhancing.

4. The Defense Intelligence Agency, through its Strategic Plan, provides the Training Division with the current and future plans for the organization as well as its mission. In addition, the Directorate for Operations, Plans and Training establishes its own strategic plan of goals and objectives in support of the Agency's. It includes a functional area to specifically address education and training.

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The present and future goals and objectives for Training include:

- The ensuring that adequate resources are programmed for validated training requirements.
- The establishment of contractual capability to support DIA training systems and development requirements.
- The development of training programs in support of new systems, missions, skills, capabilities and sites.
- The preparation of high quality and timely training programs.
- The improvement in quality and responsiveness of Defense Intelligence education and training.
- The continued expansion of microcomputer capabilities and training.
- The sponsorship of Defense community-wide training programs.

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SCHEDULE A

TRAINING BY LOCATION DURING FY 1987

	<u>Number of Enrollments</u>	<u>Time Spent In Training</u> (1)	<u>Average Days Training Per Employee</u> (2)	<u>Costs</u> (3)
Subtotal, training conducted inside the organization (4)	6,271	13,555 Days	2.4 Days	508K
Subtotal, training conducted outside the organization	1,719	19,147 Days	3.4 Days	935K
TOTAL, TRAINING	7,990	32,702 Days	5.7 Days	1,443K

- (1) Give in days or years; 230 days equate to one year. For part-time training, double the time spent in classroom instruction and convert to days using the standard eight-hour workday.
- (2) Divide organization workyears during the fiscal year by the total time spent in training.
- (3) Dollars in thousands; use budget figures.
- (4) Attendance only in formal courses; do not include on-the-job training.

SCHEDULE B

Defense Intelligence Agency
(Organization)

TRAINING BY TYPE DURING FY 1987

	<u>Number of</u> <u>Enrollments</u>	<u>Time Spent</u> <u>In Training</u> (1)	<u>Average Days</u> <u>Training Per</u> <u>Employee</u> (2)	<u>Costs</u> (3)
Subtotal, Management and supervisory training	499	9,766 Days	1.7 Days	236K
Subtotal, executive development training	70	410 Days	.07 Days	88K
Subtotal, mandated skills training (4)	3,872	11,478 Days	2.0 Days	356K
Subtotal, training not in other subtotals	3,549	11,048 Days	1.9 Days	763K
TOTAL, ALL TYPES OF TRAINING	7,990	32,702 Days	5.7 Days	1,443K

- (1) Give in days or years; 230 days equate to one year; for part-time training double the time spent in classroom instruction and convert to days using the standard eight-hour workday.
- (2) Divide organization workyears during the fiscal year by the total time spent in training.
- (3) Dollars in thousands; use budget figures.
- (4) Indicate by separate noting if mandated skills training includes management and supervisory or executive development training.

SCHEDULE C

Defense Intelligence Agency
(Organization)

RESOURCES DEVOTED TO TRAINING AND CAREER DEVELOPMENT DURING FY 1987

	<u>Total Staff Years</u>	<u>Staff Years Per 100 Employees</u>
Staff assigned to training and career development activities	9.75	.17